



Privacy Statement on the protection of personal data in relation to

Requests for public access to documents

All personal data are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter – Regulation 2018/1725).

1. Who is the controller regarding the processing of your personal data?

The controller is Cedefop and the responsible department is DCM.

2. What is the purpose of the processing of your personal data?

Processing of personal data is necessary for handling document access requests received by Cedefop and for providing access to the requested documents to the requester in accordance with [Regulation \(EC\) No 1049/2001](#).

This right to access concerns documents held by Cedefop, i.e. documents drawn up or received by it and in its possession.

Cedefop strives to provide the public with the widest possible access to documents held by it through its website. If citizens cannot find a document on Cedefop's website, they can use the following document request form to request access to it: [Requests for access to documents](#) (Cedefop web portal).

3. What personal data are collected and processed?

The following personal data are processed on the [online request form](#):

Requester's data: last name, first name, email address, postal address, EU country of nationality and from ID: only name, surname, nationality (other redacted).

Online request form fields also include:

- document(s) requested and
- description (file number, comments, etc (optional))

Authors of and/or individuals mentioned or cited in the requested document: categories of data depend on the document requested, but generally includes name and/or contact details. DPO is consulted when disclosure of document could affect privacy of third parties.

4. What is the legal basis for the processing of your personal data?

Personal data is processed based on:

Article 5(1)(a) of Regulation (EU) 2018/1725 – necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

Article 5(1)(b) of Regulation (EU) 2018/1725 – necessary for compliance with a legal obligation to which the controller is subject.

Processing is necessary for compliance with Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;

5. Who has access to your personal data and to whom they are disclosed?

Access to your personal data is granted to designated Cedefop staff:

- Recipients of Request for public access to documents (mail box publicaccesstodocuments@cedefop.europa.eu or info@cedefop.europa.eu).
- Staff from Departments concerned by the request and handling the request.
- Records manager and/or designated records bank correspondent (only receives identification of documents requested);
- Legal Officer if applicable;
- Data Protection Officer (receives only documents requested when they include personal data of third parties).

Internal recipients

When necessary, access to the personal data may be granted also to internal authorised staff Cedefop Internal Control, Cedefop Legal Officer, staff of Cedefop Department concerned by the request.

Cedefop's staff internally responsible for audit and review activities, as well as staff of contractors providing audit and review services to Cedefop, may access the personal data collected through this processing operation to the extent necessary for carrying out their duties.

External recipients

N/A

6. For how long are your personal data kept?

The file (including the request, the response, any related correspondence and all supporting documentation) will be stored in Cedefop's official records repository for 5 years and then it will be kept for permanent preservation at Cedefop Historical Archives.

7. Are there any transfers of your personal data to countries outside the EU/EEA?

N/A

8. What are your rights and how can you exercise them?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to the processing of your personal data.

To exercise the mentioned rights, you may contact the controller by sending an email to: publicaccesstodocuments@cedefop.europa.eu

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

For further inquiries, you may refer to Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu). Finally, if you consider your data protection rights have been breached, you may lodge a complaint with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en (see further contact information at https://edps.europa.eu/about-edps/contact_en).

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